

Identification – Two forms of identification (ID) must be provided to the certifier by the individual being identified. One form obtained must be a Primary form of ID from Group 1 or 2 below and must contain the individual's full name and either residential address and/or date of birth. The Second form of ID must be selected as per the following table:

Document Rules:

Select 2 forms of ID

First Form of ID	Second Form of ID	Special Provisions 1 Form of ID
Group 1	Group 1, 2, 3 or 4	Child under 18 years or Recent Arrivals in Australia
Group 2	Group 2 or 3	

Note: Place a tick in the box beside each of the two documents that copies have been provided for certification.

Group 1 – Primary Photo

- Passport (current or expired by less than 2 years – not cancelled).
Australian or Foreign Passport with English translation (if not in English).
- Licence – Current Renewed, Provisional, Driver's, Truck or Learners. Other acceptable Government issued licences for the purpose of driving a vehicle includes a Pilot's licence issued by CASA.
- Photo ID Card /Proof of Age Card/ Birth Card (NSW)
(Issued by a Government Department).
- Travel Document – documentation of identity – Current Australian or Foreign with Visa with English translation (if not in English) – issued by official sources for the purpose of Travel, e.g. United Nations (UN).

Must contain individual's full name and either residential address (PO Box not allowed) and/or date of birth.

Group 2 – Primary Non-Photo

- Birth Certificate or Birth Extract (Australian original)
Foreign Birth Certificate with English Translation (if not in English).
- Citizenship Certificate – Australian or Foreign with English translation (if not in English).
- Pension Concession Card or Government Health Care Card
(Document reference number required).

Must contain individual's full name and either residential address (PO Box not allowed) and/or date of birth.

Group 3 – Secondary

- Notice issued by a Commonwealth, State or Territory Department.
Notice of Financial Benefit less than 12 months old (e.g. Centrelink statement).
- Notice issued by the Australian Taxation Office
Notice of debt or assessment less than 12 months old.
- Notice issued by a Local Government Body or Utilities Provider
(e.g. Council Rates, Water Rates, Electricity Bill, Gas Bill and Telephone (Landline) Bill – less than 3 months old).

Must be on account/letterhead and show individual's name and residential address.

Group 4 – Alternate Secondary. (Can only be used with Group 1)

- Australian Financial Institution issued Credit Card, Debit/Cash Card or ATM Card – Current.
- Medicare Card – Current.
- Student ID Card – Current issued by Secondary or Tertiary Institution.

Must contain individual's name and a document reference number.

Special Provisions

Child under 18 years.

- Birth Certificate/Birth Card/Passport/Citizenship Certificate/Proof of Age Card/
Photo ID Card/Letter from Principal – less than 3 months old.

Recent Arrivals in Australia (less than 6 weeks)

- Passport (current or expired within the last 2 years, not cancelled).
- Travel Document – documentation of identity – Current Australian or Foreign with Visa with English translation (if not in English) – issued by official sources for the purpose of Travel, e.g. United Nations (UN).

Must contain individual's full name and either residential address (PO Box not allowed) and/or date of birth.

Note: Certifiers are to certify legible copies of two documents provided from the above documents listed and also provide certifier details on reverse of this form.

Details and signature of Individual to be identified

CIS No. (if known)

Account number (if known)

Account Name

Individual (name in full)

Individual's Signature

Certifier's Details and Declaration

Note to Certifier: Please ensure copies are legible and record the following on each copy of the identification provided. "This is a true copy of an original or certified copy document provided"; then print and sign your name, date and Qualification No. (if applicable) and also provide your details below so that we may contact you if necessary to confirm this information.

Certifier's Declaration

I certify that:

- 1. The person named above signed this form in my presence.
- 2. I sighted originals of the documents noted on reverse of form.
- 3. I am satisfied that the documents produced were genuine and that to the best of my knowledge they confirm the name, address and/or date of birth of the person named above.

Category No. of acceptable certifier (see list below)

Qualification No. (if applicable)

Full Name of Certifier

Title

First Name

Family Name

Residential address – PO Box not allowed

Daytime Contact Number

Country Code

Area Code

Number

Signature

Privacy Statement

The St.George Group is collecting your personal information in order to assist in the identification of the individual named above.

Categories of acceptable certifiers

- 1. A person enrolled on the Roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described).
 - 2. A judge of a court.
 - 3. A magistrate.
 - 4. A chief executive officer of a Commonwealth court.
 - 5. A registrar or deputy registrar of a court.
 - 6. A notary public (for the purposes of the Statutory Declaration Regulations 1993).
 - 7. A police officer.
 - 8. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955).
 - 9. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.
 - 10. An officer with two or more years of continuous service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993).
 - 11. A Justice of the Peace.
 - 12. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
 - 13. A permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public.
 - 14. A finance company officer with two or more years of continuous service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993).
 - 15. An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years of continuous service with one or more licensees.
 - 16. Any person specifically appointed as our agent to certify identity.
- Note: Non-residents – certification by the following acceptable certifiers – categories numbered 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 as equivalent within the certifier's country of residence.

Branch/Office Use Only. Identification checked and input by:

Employee Name

Employee No.

Branch Name

Branch No.

Signature

Certified documents and Certified Identification form must be forwarded to Image Processing – Level 2, Kogarah.